

CHECKLIST Copyright for Teachers

Teachers should set the example and follow proper copyright guidelines when copying materials on the copier. Failure to follow guidelines may put the teacher, administrator and the organization (Church, School, Business—"Deep Pockets") at risk of civil liability. Just because the technology for copying exists, does not give us the right to copy those materials.

Copyrighted Works Categories:

Fiction, Graphics, Cartoon Line art, Maps, Pictographs
Music (Especially Sheet Music), Lyrics, CD's, DVD's
Literary Works, Newspapers, Magazines, Journals
Dramatic Works, Play, Musicals, Choreography



Architectural Works, Plans, renderings
Tape Cassettes, Vinyl recordings, etc.
Computer Programs, Pod Casts
Pantomimes, Videotapes

Ownership of ANY copyrighted material does NOT grant permission to copy those materials. The user must obtain permission or apply the Fair Use Guidelines for permission. *NOTE:: Materials found on the UEN website (Music, Video, Clip Art) and other Utah Repositories **may** contains royalty-free materials that can be used in a teaching setting intended for that purpose. Materials may be copied for classroom use ONLY and may not be redistributed, copied or posted online in some other format. Be sure to check first. Use the guide below to apply the "Fair Use" guidelines.*

PURPOSE

Favoring Fair Use

Teaching (including multiple copies for classroom use)
Research
Scholarship
Nonprofit Educational Institution
Criticism
Comment
News reporting
Transformative or Productive use (changes the work for new utility)
Restricted access (to students or other appropriate group)
Parody



Opposing Fair Use

Commercial activity
Profiting from the use
Entertainment
Bad-faith behavior
Denying credit to original author

NATURE

Favoring Fair Use

Published work
Factual or nonfiction based
Important to favored educational objectives

Opposing Fair Use

Unpublished work
Highly creative work (art, music, novels, films, plays)
Fiction

AMOUNT

Favoring Fair Use

Small quantity
Portion used is not central
or significant to entire work
Amount is appropriate for favored educational purpose

Opposing Fair Use

Large portion or whole work used
Portion used is central to work
or "heart of the work"

EFFECT

Favoring Fair Use

User owns lawfully acquired
or purchased copy of original work
One or few copies made
No significant effect on the market or
potential market for copyrighted work
No similar product marketed by the copyright holder
Lack of licensing mechanism

Opposing Fair Use

Could replace sale of copyrighted work
Significantly impairs market or potential
market for copyrighted work or derivative
Reasonably available licensing mechanism
for use of the copyrighted work
Affordable permission available for using work
Numerous copies made
You made it accessible on Web or in other public forum
Repeated or long-term use

*Only copyright owners may authorize duplication (copying) of their work. **Duplicating printed or recorded music without authorization from the copyright owner is illegal and dishonest.**

For more information on Copyright contact:
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